

Contents

A. Cover Page and Authorized Signatures	3
B. Amendment Log	4
C. Acronyms	5
D. Assurances	6
E. State E&T Program, Operations, and Policy	8
I. Summary of E&T Program.....	8
II. Program Changes.....	9
III. Consultation and Coordination with the Workforce Development System	10
IV. Consultation with Indian Tribal Organizations (ITOs)	12
V. Utilization of State Options.....	13
VI. Characteristics of Individuals Served by E&T.....	14
VII. Organizational Relationships	15
VIII. Screening for Work Registration	17
IX. Screening for Referral to E&T.....	19
X. Referral.....	20
XI. Assessment.....	22
XII. Case Management Services	23
XIII. Conciliation Process (if applicable)	25
XIV. Disqualification Policy for General Work Requirements	26
XV. Good Cause	27
XVI. Provider Determinations	28
XVII. Participant Reimbursements.....	29
XVIII. Work Registrant Data	32
XIX. Outcome Reporting Measures	33
F. Pledge to Serve All At-Risk ABAWDs (if applicable)	38
G. Component Detail	42
I. Non-Education, Non-Work Components	43
II. Educational Programs	48
III. Work Experience (WE)	55
H. Estimated Participant Levels	62
I. Contracts/Partnerships	62
J. Budget Narrative and Justification	71

Tables

Table B.I.	Amendment Log.....	4
Table C.I.	Acronyms.....	5
Table D.I.	Assurances.....	6
Table D.II.	Additional Assurances.....	7
Table E.I.	Estimates of Participant Reimbursements.....	29
Table E.II.	Participant Reimbursement Details.....	31
Table E.III.	National Reporting Measures.....	33
Table E.IV.	Component Outcome Measures.....	35
Table F.I.	Pledge Assurances.....	39
Table F.II.	Information about the size of the ABAWD population.....	41
Table F.III.	Available Qualifying Activities.....	42
Table F.IV.	Estimated cost to fulfill the pledge.....	42
Table G.I.	Non-Education, Non-Work Component Details: Supervised Job Search.....	44
Table G.II.	Non-Education, Non-Work Component Details: Job Search Training.....	45
Table G.III.	Non-Education, Non-Work Component Details: Job Retention.....	46
Table G.IV.	Non-Education, Non-Work Component Details: Self-Employment Training.....	46
Table G.V.	Non-Education, Non-Work Component Details: Workfare.....	47
Table G.VI.	Educational Program Details: Basic/Foundational Skills Instruction.....	49
Table G.VII.	Educational Program Details: Career/Technical Education Programs or other Vocational Training.....	50
Table G.VIII.	Educational Program Details: English Language Acquisition.....	51
Table G.IX.	Educational Program Details: Integrated Education and Training/Bridge Programs.....	52
Table G.X.	Educational Program Details: Work Readiness Training.....	53
Table G.XI.	Educational Program Details: Other.....	54
Table G.XII.	Work Experience: Work Activity.....	56
Table G.XIII.	Work Experience: Internship.....	56
Table G.XIV.	Work Experience: Pre-Apprenticeship.....	57
Table G.XV.	Work Experience: Apprenticeship.....	57
Table G.XVI.	Work Experience: On-the-Job Training.....	57
Table G.XVII.	Work Experience: Transitional Jobs.....	58
Table G.XVIII.	Work Experience: Work-based learning - Other.....	58
Table G.XIX.	Subsidized Work Experience: Internship – Subsidized by E&T.....	59
Table G.XX.	Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T.....	60
Table G.XXI.	Subsidized Work Experience: Apprenticeship – Subsidized by E&T.....	60
Table G.XXII.	Subsidized Work Experience: Transitional Jobs – Subsidized by E&T.....	61
Table G.XXIII.	Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T.....	61
Table I.I.	Contractor/Partner Details.....	62
Table I.II.	Contractor/Partner Details.....	64
Table I.III.	Contractor/Partner Details.....	66
Table I.IV.	Contractor/Partner Details.....	68
Table I.V.	Contractor/Partner Details.....	70
Table J.I.	Direct Costs.....	71

A. Cover Page and Authorized Signatures

State: Hawaii

State Agency Name: Department of Human Services

Federal FY: FY2025

Date Submitted to FNS (revise to reflect subsequent amendments): Click or tap here to enter text.

List State agency personnel who should be contacted with questions about the E&T State plan.

Name	Title	Phone	Email
Charlene Oyasato	E&T Program Specialist	808-586-5724	coyasato@dhs.hawaii.gov
Ginet Hayes	SNAP Administrator	808-586-5722	ghayes@dhs.hawaii.gov
Scott Nakasone	Assistant Division Administrator	808-586-7054	Snakasone2@dhs.hawaii.gov

Certified By:



State Agency Director (or Commissioner)

Aug 7, 2024

Date

Certified By:



State Agency Fiscal Reviewer

Aug 1, 2024

Date

B. Amendment Log

In accordance with 7 CFR 273.7(c)(8), State agencies must submit plan revisions to the appropriate FNS Regional office for approval if it plans to make a significant change. For a complete list of situations requiring an amendment to the E&T State plan, see Plan Modifications in the E&T State Plan Handbook. The State agency must submit the proposed changes for approval at least 30 days prior to the planned implementation.

Please use the log below to document the submission of an amended plan. A single line in the log should capture each time a plan is amended and resubmitted, not each individual amendment throughout the plan.

To expedite the review process for amendment changes, please highlight areas where text has been added or changed. After FNS approval of amendment changes, highlighting must be removed and a clean, updated plan submitted to FNS.

Table B.I. Amendment Log

Amendment Number	Brief description of changes or purpose for amendment (If amendment includes budget changes, include in description)	Sections of Plan Changed (Highlight areas of plan with changes)	Date submitted to FNS	Date approved by FNS

C. Acronyms

State agencies may consider including acronyms for the SNAP State agency, SNAP E&T program name, State's management information system, and SNAP E&T providers or contractors.

Below is a list of common acronyms utilized within this plan. Please delete acronyms that do not apply and add additional acronyms in alphabetical order.

Table C.I. Acronyms

Acronym	Acronym Definition
ABAWD	Able-Bodied Adult without Dependents
E&T	Employment and Training
FY	Fiscal Year
FNS	Food and Nutrition Service
GA	General Assistance
ITO	Indian Tribal Organization
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
WIOA	Workforce Innovation and Opportunity Act

D. Assurances

By signing on the cover page of this document and checking the boxes below, the State agency Director (or Commissioner) and financial representative certify that the below assurances are met.

Table D.I. Assurances

Check the box to indicate you have read and understand each statement.	Check Box
I. The State agency is accountable for the content of the E&T State plan and will provide oversight of any sub-grantees. (7 CFR 273.7(c)(4) and 7 CFR 273.7(c)(6))	<input checked="" type="checkbox"/>
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs. (7 CFR 271.4, 7 CFR 276.2, and 7 CFR 277.16)	<input checked="" type="checkbox"/>
III. State education costs will not be supplanted with Federal E&T funds. (7 CFR 273.7(d)(1)(ii)(C))	<input checked="" type="checkbox"/>
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program. (7 CFR 277.4(d)(2))	<input checked="" type="checkbox"/>
V. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit. (7 CFR 277.17)	<input checked="" type="checkbox"/>
VI. Contracts are procured through appropriate procedures governed by State procurement regulations. (7 CFR 277.14)	<input checked="" type="checkbox"/>
VII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues. (7 CFR parts 271, 272, 273, 274, 275, 276, 277, 281, and 282)	<input checked="" type="checkbox"/>
VIII. E&T education activities directly enhance the employability of the participants; there is a direct link between the education activities and job-readiness. (7 CFR 273.7(e)(2)(vi))	<input checked="" type="checkbox"/>
IX. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T. (7 CFR 277.4(d)(3))	<input checked="" type="checkbox"/>

Table D.II. Additional Assurances

<p>The following assurances are only applicable to State agencies with the situations described below. If the condition applies, check the box to indicate you have read and understand each statement.</p>	<p>Check Box</p>
<p>I. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed. (7 CFR 277.4(d) and (e))</p>	<p><input type="checkbox"/></p>
<p>II. The E&T Program is implemented in a manner that is responsive to the special needs of Indian Tribal members on Reservations. The State agency shall consult on an ongoing basis about portions of the E&T State Plan which affect them; submit for comment all portions of the E&T State Plan that affect the Indian Tribal Organization (ITO); if appropriate and to the extent practicable, include ITO suggestions in the E&T State plan. (For States with Indian Reservations only.) (7 CFR 272.2(b)(2) and 7 CFR 272.2(e)(7))</p>	<p><input type="checkbox"/></p>

E. State E&T Program, Operations, and Policy

I. Summary of E&T Program

- a) Provide the vision and mission of the State E&T program. In addition, describe how your State agency's E&T program meets the purpose of E&T which is to: 1) increase the ability of SNAP participants to obtain regular employment; and 2) meet State or local workforce needs.

Hawaii is committed to ensuring that the people of Hawaii are thriving. We also work to encourage self-sufficiency and support the well-being of individuals, families, and communities in Hawaii. Our E&T program supports self-sufficiency by emphasizing skill building to expand equitable access to education and family-supporting careers, while working with local employers to meet their need for a skilled workforce.

- b) Is the State's E&T program administered at the State or county level?

The E&T program is administered at a State level through the Department of Human Services. We currently partner with the American Job Center; University of Hawaii Community College system; the Hawaii Department of Labor and Industrial Relations; and community based organizations to serve communities across the state.

- c) (For county-administered States only) Describe how counties share information with the State agency (e.g. county E&T plans), and how the State agency monitors county operations.

N/A

- d) Provide the geographic areas of the State where the E&T program operates, and describe the rationale for this selection. Designate which areas, if any, operate mandatory E&T programs.

E&T is a voluntary program with the State of Hawaii. We presently provide programs in the following counties: Honolulu (Oahu); Hawaii; Maui; and Kauai. Our community colleges are in each county as well. These services follow our current business structure for SNAP eligibility.

- e) Provide a list of the components offered.

Basic Education; Community Work Experience; Supervised Job Search; Job Search Skills Training; Vocational Training.

- f) Provide the web addresses (URLs) of State E&T policy resources such as handbooks and State administrative code, if available.

<https://humanservices.hawaii.gov/admin-rules-2/>.

We are looking at the development of an operations manual for the E&T program in the near future.

II. Program Changes

Please complete this section if applicable, and only include changes to the program for the upcoming Federal fiscal year (FY).

- a) Summarize changes for the upcoming Federal fiscal year (FY) from the prior FY. Significant changes may include new initiatives, changes in funding or funding sources, policy changes, or significant changes to the number of partners or participants. Significant changes could include those made as a result of management evaluation findings or participation in program improvement initiatives, such as SNAP to Skills. It is not necessary to include changes made as a result of new Federal rulemaking.

We are currently working with Partners in Development Foundation to develop a program and contract timeline to onboard them as an E&T provider. We have been in discussions with them since the beginning of FY2024. We will be executing a

We are also working with our contractors on modernization efforts for our HANA system which manages the case management and support service programs. This is alongside the rollout of our new eligibility system by February 2025.

As a result of our last management evaluation, we are working on completing data reporting for both our FNS 583 and annual reporting, particularly in our Labor data to meet our annual reporting requirements.

- b) Highlight any changes from above that the State agency is making to the E&T program based on the prior year's performance, for instance changes made as a result of E&T outcome and participation data.

We are initiating a quarterly meeting with our E&T providers to discuss findings that we have had in our last management evaluation and to consistently monitoring contracts and client progress. We will also be implementing our E&T screening tool as we go into the new eligibility system and will onboard both our eligibility staff and E&T partners to transition into this new referral process in FY25.

III. Consultation and Coordination with the Workforce Development System

State agencies must design the E&T program in consultation with the State workforce development board and operate the E&T program through the Statewide workforce development system (7 CFR 273.7(c)(5)). The goal of this section is to explain the relationship between the State agency and other organizations it plans to consult and coordinate with for the provision of services, including organizations in the statewide workforce development system. The statewide workforce development system refers to a network of providers, which may include government and the public sector; community-based organizations and non-profits; employers and industry; occupational training providers; and post-secondary institutions, such as community colleges. Please note the State workforce development board is an entity that establishes regional strategic plans and sets funding priorities for their area. They are distinct from State workforce agencies.

Consultation

Consultation with the workforce development system generally includes discussions to learn about services provided in the community and how each organization functions and coordinates with others in the community. State agencies can demonstrate they consulted with their State workforce development board by noting the dates of conversations, who they spoke with, what they spoke about, and how they incorporated this information into the design of their E&T program.

- a) **Consultation with State workforce development board:** Describe how the State agency consulted with the State workforce development board in designing its SNAP E&T program. This description should include with whom the State agency consulted and the outcomes of the consultation. If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, skip to question (b).

During the E&T State Management Evaluation – FNS conducted a meeting between the state agency and the Oahu Workforce Development Board (WDB) on February 7, 2024. Hawaii has four boards throughout the counties (City and County of Honolulu, County of Maui, county Kauai, and Hawaii County). This was the initial meeting between SNAP and the Oahu WDB.

Presently, another division within the state agency sits on the Workforce Innovation and Opportunity Act (WIOA) steering committee. The state agency will be working within the Department to develop a closer working relationship with the Workforce Development Board across all counties to engage the E&T providers to focus on county specific opportunities to increase employment opportunities and network connections.

- b) **Consultation with employers:** If the State agency consulted with private employers or employer organizations in lieu of the State workforce development board, document this consultation and explain the determination that doing so was more effective or efficient. Include with whom the State agency consulted and the results of the consultation.

N/A

Coordination

Coordination with the workforce development system consists of efforts to partner with workforce providers to directly serve SNAP E&T participants or to align the flow or types of services offered across programs.

- c) **Special State Initiatives:** Describe any special State initiatives (i.e. Governor-initiated or through State legislation) that include SNAP E&T. Describe any efforts taken by the State agency to coordinate these programs, services, partners, and/or activities with the State's E&T program.

None exist at this time.

- d) **Coordination with title I of WIOA:** Describe the extent to which the State agency is carrying out SNAP E&T programs in coordination with title I programs under the Workforce Innovation and Opportunity Act (WIOA).

E&T provider, Department of Labor and Industrial Relations, currently engages in WIOA. The focus will transition to providers, Goodwill Industries of Hawaii and Partners In Development Foundation, to being referrals to WIOA programs.

- e) **WIOA Combined Plan:** Is SNAP E&T included as a partner in the State's WIOA Combined Plan?

Yes

No

- f) **TANF/GA Coordination:** Describe how the State agency is coordinating with TANF/GA programs, services, partners, and/or activities. Describe any TANF/GA special initiatives targeting specific populations and any actions taken to coordinate with these efforts.

We will begin having discussions with TANF/GA programs in the possibilities of referring appropriate clients to the E&T program.

- g) **Other Employment Programs:** Describe how the State agency is coordinating its SNAP E&T program with any other Federal or State employment program (e.g. HUD, child support, re-entry, refugee services).

None at this time.

IV. Consultation with Indian Tribal Organizations (ITOs)

State agencies are required to consult with Tribes about the SNAP State Plan of Operations, which includes the E&T State Plan, per 7 CFR 272.2(b) and 272.2(e)(7). The consultations must pertain to the unique needs of Tribal members. State agencies are required to document the availability of E&T programs for Tribal members living on reservations in accordance with 7 CFR 273.7(c)(6)(xiii). The goal of this section is to describe how the State agency consulted with Indian Tribal Organizations (ITOs), describe the results of the consultation, and document the availability of E&T programs for Tribal members living on reservations.

- a) Did the State agency consult with ITOs in the State?

- Yes, ITOs in the State were consulted. *(Complete the rest of this section.)*
- No, ITOs are located in the State but were not consulted. *(Skip the rest of this section.)*
- Not applicable because there are no ITOs located in the State. *(Skip the rest of this section.)*

- b) Name the ITOs consulted.

- c) **Outcomes:** Describe the outcomes of the consultation. Provide specific examples of how the State agency incorporated feedback from ITOs into the design of the E&T program (e.g., unique supportive service, new component, in-demand occupation).

d) **Enhanced reimbursement:** Will the State agency be seeking enhanced reimbursement for E&T services (75%) for ITO members who are residents of reservations, either on or off the reservation?

Yes

No

V. Utilization of State Options

State agencies have the flexibility to implement policy options to adapt and meet the unique needs of State populations. Check which options the State agency will implement.

a) The State agency operates the following type of E&T program (*select only one*):

Mandatory per 7 CFR 273.7(e)

Voluntary per 7 CFR 273.7(e)(5)(i)

Combination of mandatory and voluntary

b) The State agency serves the following populations (*check all that apply*):

Applicants per 7 CFR 273.7(e)(2)

Exempt members of zero benefit households that volunteer for SNAP E&T per 7 CFR 273.10(e)(2)(iii)(B)(7)

Categorically eligible households per 7 CFR 273.2(j)

c) Does the State agency enable ABAWDs to regain SNAP eligibility through E&T and verify that the ABAWD will meet the work requirement within 30 days subsequent to application per 7 CFR 273.24(d)(1)(iv)?

Yes

No

VI. Characteristics of Individuals Served by E&T

State agencies are required to include information about the categories and types of individuals they plan to exempt from mandatory E&T participation (7 CFR 273.7 (c)(6)(iv)), as well as the characteristics of the population they plan to place in E&T (7 CFR 273.7 (c)(6)(v)).

- a) Describe the categories and types of individuals the State will exempt from mandatory E&T participation. In accordance with 7 CFR 273.7(e), State agencies may exempt from mandatory E&T participation, categories of work registrants (e.g. all those in counties X, Y, Z, or those in their first 30 days of receipt of SNAP) and individual work registrants based on certain personal characteristics or circumstances (e.g. lack of transportation or temporary disability). These exemptions are in addition to the federal exemptions from work requirements at 273.7(b) and only applicable to the E&T requirement at 7 CFR 273.7(a)(1)(ii). Exemptions from Mandatory E&T must also be listed in Table H 'Estimated Participant Levels' Sheet of the Excel Workbook.

(Note: States than run all-voluntary E&T programs would note that they exempt all work registrants.)

- b) How frequently will the State plan to re-evaluate these exemptions from mandatory E&T?

The state will re-evaluate annually.

- c) What are the characteristics of the population the State agency intends to serve in E&T (e.g. target population)? This question applies to both mandatory and voluntary participants.

- ABAWDs
- Homeless
- Veterans
- Students
- Single parents
- Returning citizens (aka: ex-offenders)

- Underemployed
- Those that reside in rural areas
- Other: Click or tap here to enter text.

VII. Organizational Relationships

State agencies are required to include information on the organizational relationship between the units responsible for certification and the units operating the E&T components, including units of the statewide workforce development system, if available. For the purposes of the questions below, E&T providers are considered to include units of the Statewide workforce development system. FNS is specifically interested in ensuring that the lines of communication are efficient and that, if applicable, noncompliance with mandatory E&T is reported to the certification unit within 10 working days after the noncompliance occurs, per 7 CFR 273.7(c)(4). State agencies must also include information on the relationship between the State agency and other organizations it plans to coordinate with for the provision of services.

The following questions are about how the E&T program is structured in your State agency.

- a) Please indicate who at the State agency directly administers the E&T program (i.e. establishes E&T policy, contracts for E&T services, monitors providers). For example, if the E&T program unit is separate from the SNAP certification unit, and if there are separate E&T units at the county level.

The Hawaii Department of Human Services (DHS), Benefit, Employment and Support Services Division SNAP office directly oversees all E&T policy including contracting and contract monitoring of awarded providers. E&T program functions outside of our SNAP certification units who are overseen by Statewide Branch Administration. E&T units are contracted and awarded to Goodwill Industries of Hawaii for Oahu and Maui and to the Department of Labor and Industrial Relations for Kauai and Hawaii islands and the University of Hawaii Community Colleges for SNAP household members that participate in the community college system for E&T services. All E&T providers operate separately from SNAP certification units.

- b) How does the E&T unit coordinate and communicate on an ongoing basis with the units responsible for certification policy?

E&T units provide communication to certification units via DHS 880 regarding all participation via email or mail. All other communications are handled via email or phone. Each certification unit has a specific worker assigned to work programs, including E&T.

c) Describe the State's relationships and communication with intermediaries or E&T providers (if applicable):

1. Describe how the State agency, intermediaries, E&T partners, share participant data and information. Include the names of any MIS systems (or other modes of communication) used.

The EWs at the DHS Processing Centers (PC) communicate and share participant data and information via the Hawaii Automated Welfare Information (HAWI) system which communicates to Hawaii Automated Network Assistance (HANA) which is the system used by the E&T case managers.

2. If the State uses an MIS system, describe the E&T related data that is tracked and stored in those systems (e.g. referrals, noncompliance with program requirements, provider determinations, etc.), and whether the system(s) interact with each other.

The HANA system interfaces with our current SNAP eligibility system (HAWI) and tracks all data entry from participation selection through case closure. Employment planning, individual assessments, support service planning and authorizations, case notes for each E&T participant are tracked in HANA. SNAP office has access to HANA to monitor performance and track participant data. Information transmitted from HANA to HAWI transmits on a limited basis. Most communication between E&T and certification units is conducted via paperwork, email, and phone calls.

3. Describe how the State agency shares new policies, procedures, or other information with the intermediary or other E&T partners.

Policies, procedures, and other information is communicated via meetings, emails, phone calls as needed. The State agency will begin a quarterly meeting beginning in August 2024 to regularly conduct informational workshops and encourage conversation between providers to discuss concerns, milestones, program support needs, and any other information with our E&T partners.

The state agency may issue written clarifications, procedures or other information to the DHS eligibility staff or contracted E&T partners regarding changes to work requirements and other regulation updates through a DHS cloud based portal (Microsoft Sharepoint) that houses written documentation, desk aids, and other resources for all operational staff to access as needed.

Training is conducted for all staff, including contract staff, through the Staff Development office. Training is conducted on program policy and procedure for both eligibility determination and work program participation culminating in a system overview for both HAWI and HANA respectively. Ongoing training and program reviews are being developed to ensure that staff have refresher training to maintain the highest level of knowledge.

4. Describe the State agency's process for monitoring E&T partners' program and fiscal operations. Include plans for direct monitoring such as visits, as well as indirect monitoring such as reviewing program data, financial invoices, etc.

The State Agency has worked into our management evaluation plan our schedule to conduct annual program reviews. Additionally, quarterly and annual fiscal reviews will be conducted to review expenditures including participant reimbursement documentation to ensure compliance with federal and state regulations. Case reviews will be conducted on an annual basis to review program compliance and identify any areas requiring corrective action and will work with E&T partners to correct these issues.

5. Describe how the State agency evaluates the performance of partners in achieving the purpose of E&T (assisting members of SNAP households in gaining skills, training, work, or experience that will increase their ability to obtain regular employment and meets State or local workforce needs).

The DHS SNAP Office program specialist monitors the performance of the contracted E&T case management and component activity services providers by reviewing various reporting measures of the services delivered that may include reviewing monthly or quarterly system generated reports showing component completion, review of case manager monthly reports. Statistics reviewed are percentages of participants that obtained a recognized credential, completed training programs, continued their training program for consecutive academic years.

VIII. Screening for Work Registration

State agency eligibility staff must screen for exemptions from work registration, per 7 CFR 273.7(a).

- a) Describe how the State agency screens applicants to determine if they are work registrants.

Eligibility staff will screen and code all SNAP household members in accordance with general work requirement exemptions and additional ABAWD exceptions. Hawaii is a voluntary E&T state.

During the SNAP applicant's interview for initial or recertification (renewal), also during the time the household reports a change like adding a new household member, the eligibility worker (EW) determines the household composition for SNAP and the work registration status of each household member. The EW will explain during the interview the general work requirements for SNAP household (HH) members and then screen each HH member for the following:

- Age 15 or younger, or age 60 or older;
- A person age 16 or 17 who is not the head of a household or who is attending school, or is enrolled in an employment and training program, on at least a half-time basis
- Already working at least 30 hours a week (or earning wages at least equal to the federal minimum wage multiplied by 30 hours);
- Complying with the First-To-Work program work requirements;
- Responsible for the care of a child under age 6 or a person who needs help caring for themselves;
- Unable to work due to a physical or mental limitation (verified by medical professional or receiving SSI/SSDI);
- Participating regularly in an alcohol or drug treatment program;
- Receiving or applied for Unemployment Insurance Benefits (UIB);or
- Studying in school or a training program at least half-time.

In the new BES system, each household will be coded according to their work registration status and exemption criteria per their application and interview statements.

- b) How does the State agency work register non-exempt individuals? For example, does the State agency make a notation in the file, do individuals sign a form, etc.?

If the SNAP household member is not exempt from the general work requirements, they will be coded as a work registrant (RR).

- c) At what point in the certification process does the State agency provide the written explanation and oral notification of the applicable work requirements?

During the SNAP applicant's interview for initial or recertification (renewal), also during the time the household reports a change like adding a new household member, the EW will explain the general SNAP work requirements and the ABAWD work requirements, if applicable, to all non-exempt individuals. The EW, upon approval of the SNAP application or renewal or processing of reported change, will also send the general SNAP work requirements notice (F032) and the ABAWD work requirements notice (F036), as applicable.

The combined notice will be implemented during pilot rollout which is scheduled for May 2025. Statewide rollout is scheduled for September 2025. A combined notice will be sent out to SNAP household members in the new BES system.

IX. Screening for Referral to E&T

The State agency must screen each work registrant to determine if it is appropriate, based on State specific criteria, to refer them to the E&T program per 7 CFR 273.7 (c)(2). State agencies may operate program components in which individuals elect to participate, per 7 CFR 273.7(e)(4).

- a) List the State-specific criteria eligibility workers use to screen individuals to determine if it is appropriate to refer them to the State's SNAP E&T program. *(Note: This question is not asking about criteria that may be unique to each provider.)*

Based on the result of the screening for work registration, mandatory work registrant and non-work registrant (exempt), the individual will be asked by the EW if he/she wants to volunteer with E&T.

Our two main providers, Goodwill Hawaii, and Department of Labor and Industrial Relations (DLIR) provide all E&T services which enables the EW to screen and refer based on census tract (CT). The EW will determine if the individual's appropriateness (fit) to E&T by providing an overview of the E&T program and mention the specific criteria – available components and services being provided like supervised job search, basic education, career, and technical education program. The EW will also look at the individual's past work or education history and other aspects that will help in the individual's determination of appropriate referral to E&T. If the individual is appropriate to be referred, EW will look at the individual's interest which will make him/her suited to the available E&T program component(s). EW will also determine if the individual will have any expenses related or will be incurred in participating with E&T and if it will be reimbursable. EW's knowledge of reimbursable E&T expenses is important on this aspect of screening and referral. As mentioned on the screening for work registration, if the individual is appropriate to be referred to E&T, proper coding in HAWI (RR or RV) will bring him/her to the E&T HANA pool. EWs are also encouraged to create case notes in HAWI to explain coding and screening process.

- b) Describe the process for screening during the certification and recertification process. Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

For those who are already SNAP recipients and are non-work registrants (exempt), EW complete the screening process at the point of application (interview) to determine fitness to E&T. Result of their determination must be documented on HAWI case notes. Such will be used when the individual (SNAP recipient) decided to participate or volunteer in either E&T or HINET program on a later date. This is also useful when an E&T provider like HINET referred a

student SNAP-recipient to the EW, due to the student's interest in participating in HINET. The EW will just look at the screening completed during the SNAP application approval process. The EW will also ensure that information on the said screening is updated as necessary. Once the screening is completed, and the individual is deemed appropriate for E&T and is interested in participating, individual is told that coding in HAWI will mean referral to E&T or HINET and that the individual will be contacted by the E&T/HINET provider. Individual is also informed that participation is voluntary as Hawaii's E&T program is voluntary.

- c) *(If applicable)* Describe the process for screening upon receipt of a request for referral to E&T from an E&T provider (reverse referral). Include the staff involved in the screening, how the staff conduct the screening, and when the screening occurs.

Our UH-Community College E&T provider, called HINET, relies on reverse referrals. For the HINET program with 5 participating community college campuses and 2 hybrid models, outreach materials and efforts about the HINET program inform potential HINET participants about services. If they are not SNAP recipients, HINET will explain about SNAP and provide a referral form (indicating the individual is interested in participating in HINET) that is turned in with the SNAP application. If the student is receiving SNAP, HINET will submit a DHS 880 form informing the EW that the individual is interested in participating HINET. Thus, prompting the EW to change the work code so individual will appear in the appropriate HINET pool.

- d) How and when are participants informed about participant reimbursements? In the case of mandatory participants, how and when does the State agency ensure individuals are exempted from mandatory E&T if the costs of participant reimbursements exceed any State agency cap or are not available?

Support services including participant reimbursements are explained at both EW screening for E&T services during the application and recertification interview and during E&T orientations while the participant is engaged with E&T services. A support service plan is included as a part of E&T services and in association with work activity in their employment with the E&T provider.

Hawaii is a voluntary E&T state.

X. Referral to E&T

In accordance with 7 CFR 273.7(c)(2), the State agency must refer participants to E&T.

- a) What information does the State provide to E&T participants when they are referred and how is the referral communicated (e.g. information about accessing E&T services, case management, dates, contact information)?

The state agency will be reviewing the E&T referral and notice process during FY25 to include any updated noticing and screening in the BES system and in discussion with E&T providers during quarterly meetings.

Hawaii presently transmits all work registrants (RR), ABAWD time limit work registrants (RR/Y) and voluntary SNAP household members not subject to time limit or general work requirements (RV) to the E&T provider pool in HANA based on census tract information.

A referral form/brochure will need to be developed as part of the EW screening process to advise SNAP households of the referral and contact by E&T. Hawaii will work with FNS and E&T providers to refine this process to implement during FY2025.

- b) If a State receives and approves a referral request from an E&T provider (reverse referral), how does the State communicate to the SNAP participant that they are in SNAP E&T and about their rights to receive participant reimbursements, etc.?

The state agency plans to implement the reverse referral processing during FY25 including notices to be issued either through the BES or HANA system in conjunction with the process. During the E&T orientation, an explanation of services, including support services which include participant reimbursements, to E&T participants while they are engaged in E&T services with any E&T provider.

- c) After referral, describe what the E&T participant must do next. For instance, if the participant must report for an orientation describe who conducts the orientation, where the orientation occurs (e.g. in-person at a provider, log-in to a computer program, telephone interview with a case manager), and what happens during the orientation. If the next step varies throughout the State, describe the most common next step.

The E&T provider invites participants to the E&T orientation. The orientation and intake session is conducted by the provider either in-person or via telephone interview. The E&T program is explained at the orientation and participants can decide if they would like to participate. If participating, they will be assigned to a case manager who will proceed with intake/assessment and development of the individual employment plan (IEP).

- d) How is information about the referral communicated within the State agency? For instance, is the information entered into an MIS by the eligibility worker and reviewed by an E&T specialist?

All E&T participation/case management is tracked in our Hawaii Automated Network of Assistance (HANA) case management system. This information is communicated back to our Hawaii Automated Welfare Information (HAWI) eligibility system. The invite E&T status will change to active for those individuals who decide they will participate in the E&T program.

- e) How is information about the referral communicated to E&T providers, as applicable? If the State works with E&T providers outside the State agency, how does the E&T provider know a SNAP participant has been referred to them?

Each E&T provider has assigned unit numbers which the Eligibility Worker (EW) have referred clients to the respective E&T unit pools (based on CT/zip codes). Each E&T provider will check their respective pools on a daily/weekly basis to begin the invite process.

XI. Assessment

As a best practice, SNAP participants should be assessed after referral to ensure they receive targeted E&T services.

- a) Does the State require or provide an assessment?

Yes (*Complete the remainder of this section.*)

No (*Skip to the next section.*)

- b) If yes, describe the processes in the State, if any, to provide E&T participants with an assessment (e.g. who conducts the assessment, when are participants assessed, what tools *are* used, and how are the results shared with State agency staff, providers, and/or participants)

Once the state (EW) refers a participant to the E&T program, the E&T provider (case management staff or HINET staff) conducts their own assessments with the E&T participant as needed.

Participants are assessed after completing the orientation overview about the E&T program services and once the participant agrees to participate in the program. Assessments are conducted orally with the E&T case manager and may also involve additional skills assessments electronically or via paper questionnaire.

Assessment questions are built into the HANA system and is completed by the E&T case manager upon meeting with the E&T participant. This in-depth assessment includes psychosocial, emotional, and skills assessments, which include, but not limited to, the assessment of self-esteem/self-awareness, needs, values, interests, skills, and goals.

The information from assessments is reviewed by the E&T provider staff and discussed with the participant as part of the development of the employability assessment plan. Staff document the assessment and employability plan into the E&T case management data system (HANA).

Barriers may be discovered during this assessment phase, which leads to discussions of next steps and various options. These assessments also assist both case manager and client as they think of next steps and the feasibility of developing an Employability Plan (EP). This assessment can be reviewed by the provider, participant and State agency (E&T Specialist).

XII. Case Management Services

The State E&T program must provide case management services to all E&T participants. In accordance with 7 CFR 273.7(c)(6)(ii), State agencies are required to include specific information about the provision of case management services in the E&T State plan.

a) What types of E&T case management services will the State agency provide?
Check all that apply.

- Comprehensive intake assessments
- Individualized Service Plans
- Progress monitoring
- Coordination with service providers
- Reassessment
- Other. Please briefly describe: Click or tap here to enter text.

b) Describe how case management services are delivered in your State. For instance, in one model case management is provided by E&T specialists who provide assessments and other services after participants are referred to E&T. In other instances, case management is integrated into the component. If your State uses more than one model, describe the one or two most common ways of delivering case management services.

Case management services are provided by all E&T providers. The case manager who has conducted the assessment, developed the Employability Plan (EP) and Support Services Plan (SSP), will monitor the participant's progress and make changes/updates to the plans as needed.

The case manager and participant jointly develop the EP, consisting of one or a series of approved SNAP E&T components, and mutually agree upon a realistic vocational goal that is attainable under the constraints of the SNAP E&T Program.

An exception is made in the case of HINET, where assessments and case management is conducted by the University of Hawaii Community Colleges (UHCC) as participation relates

directly to the individual's vocational training / Education Program Component (EPC). All case management not related to the EPC at the UHCC HINET program would be done through either Goodwill Industries of Hawaii (GIH) or the Department of Labor & Industrial Relations (DLIR). Both GIH and DLIR interact with the respective UHCC campus coordinators to ensure that a participant's transition in or out of the EPC at a UHCC campus is without interruption or unnecessary delays.

Employment Counseling and Case Management consists of conducting general and employment skill assessments; developing employability plans with an emphasis on training and skill building; providing provisions of on-going employment and career counseling; guiding participants towards making realistic vocational choices and understanding work-related problems or challenges which may prevent the participant from obtaining or retaining employment.

Case management also includes referring participants with any psychosocial, medical, or child care challenges to the appropriate public or community-based organization for assistance and resolution. On-going communication to track E&T participants' progress is key in determining whether a participant is progressing towards self-sufficiency and if any adjustments to the EP needs to be made.

- c) Using the table below, describe how E&T case managers coordinate with other staff and services. Coordination can involve tracking E&T participation, sharing information that may be relevant to participation in E&T (e.g. information related to good cause or a work exemption), and referral to additional services.

Communication/Coordination with:

SNAP eligibility staff:	Email/mail of DHS 880 and direct phone calls to clarify E&T participation (yes or no), when and why participation has ended.
State E&T staff:	Email and direct phone calls (via appropriate chain of command, i.e. case manager notifies supervisor) to verify why SNAP case closed, i.e. SMRF, ER completion required).
Other E&T providers:	Email and phone calls to prepare for transfer of cases, i.e., HINET student now being transferred to GIH or DLIR for Job Search assistance.
Community resources:	Email and direct phone calls to coordinate support services.

- d) Describe how the State agency will ensure E&T participants receive targeted case management services through an efficient administrative process, per 7 CFR 273.7(c)(6)(ii).

The E&T service providers have limited access to demographic and participation information from the HANA system for individuals referred to the E&T program. The E&T

offices track the referred individuals who are then invited to the E&T intake and orientation process. For those invited individuals who attend and complete the orientation and intake process, the E&T case manager conducts the general and employment skill assessments and develops in consultation with the E&T participant the Employability Plan (EP). The case manager documents the EP, the E&T components, the needed supportive services for each participant, as well as the on- going follow-up check-ins with the participant for tracking progress towards their goals and objectives in HANA. The case manager also works with the participant if any challenges are experienced while participating in any of the E&T component services and referrals to any additional appropriate resources available in the community are made to ensure the participant’s continued progress.

If the case needs to be transferred from one island to another due to the E&T participant’s change of residence, or starting or ending HINET EPC career/technical education program or other vocational training services, the E&T case management service providers are able to view the history of the E&T participant’s current services, progress, and participation component activities.

XIII. Conciliation Process (if applicable)

In accordance with 7 CFR 273.7(c)(3), State agencies have the option to offer a conciliation period to noncompliant E&T participants. The conciliation period provides mandatory E&T participants with an opportunity to comply before the State agency sends a notice of adverse action. The conciliation process is not a substitute for the determination of good cause when a client fails to comply.

a) Does the State agency offer a conciliation process?

Yes (Complete the remainder of this section.)

No (Skip to the next section.)

b) Describe the conciliation process and include a reference to State agency policy or directives.

c) What is the length of the conciliation period?

XIV. Disqualification Policy for General Work Requirements

This section applies to the General Work Requirements, not just to E&T, and should be completed by all States, regardless of whether they operate a mandatory or voluntary E&T program.

All work registrants are subject to SNAP work requirements at 7 CFR 273.7(a). A nonexempt individual who refuses or fails to comply without good cause, as defined at 7 CFR 273.7(i)(2), (i)(3), and (i)(4), with SNAP work requirements will be disqualified and subject to State disqualification periods. Noncompliance with SNAP work requirements includes voluntarily quitting a job or reducing work hours below 30 hours a month, and failing to comply with SNAP E&T (if assigned by the State agency).

- a) What period before application does the State agency use to determine voluntary quit and/or reduction in work effort without good cause per 7 CFR 273.7(j)(1)?
- 30 days
 - 60 days
 - Other: Click or tap here to enter text.
- b) For all occurrences of non-compliance discussed below, must the individual also comply to receive benefits again?
- Yes
 - No
- c) For the first occurrence of non-compliance per 7 CFR 273.7(f)(2)(i), the individual will be disqualified until the later of:
- One month or until the individual complies, as determined by the State agency
 - Up to 3 months
- d) For the second occurrence of non-compliance per 7 CFR 273.7(f)(2)(ii), the individual will be disqualified until the later of:
- Three months or until the individual complies, as determined by the State agency
 - Up to 6 months
- e) For the third or subsequent occurrence per 7 CFR 273.7(f)(2)(iii), the individual will be disqualified until the later of:

- Six months or until the individual complies, as determined by the State agency
- Time period greater than 6 months
- Permanently

f) The State agency will disqualify the:

- Ineligible individual only
- Entire household (if head of household is an ineligible individual) per 7 CFR 273.7(f)(5)(i)

XV. Good Cause

In accordance with 7 CFR 273.7(i), the State agency is responsible for determining good cause when a SNAP recipient fails or refuses to comply with SNAP work requirements. Since it is not possible for FNS to enumerate each individual situation that should or should not be considered good cause, the State agency must take into account the facts and circumstances, including information submitted by the employer and by the household member involved, in determining whether or not good cause exists.

- a) Describe the State agency process to determine if a non-exempt individual has good cause for refusal or failure to comply with a SNAP work requirement. Include how the State agency reaches out to the SNAP participant, employers, and E&T providers (as applicable), as well as how many attempts are made to reach out to the SNAP participant for additional information.

SNAP households are issued notices (F032/F036) and given an explanation during the interview regarding work requirements and good cause should the required work registrant not be met after 3 months in a 36 month period. A notice is issued to each SNAP household member (F633) advising that the household member has received assistance for more than two months without meeting the ABAWD work requirement and if the SNAP household member has good cause for not meeting work requirements, they are responsible for contacting the state agency.

- b) What is the State agency's criteria for good cause?

Good cause is defined as any circumstances beyond the individual's control, such as but not limited to, illness, illness of another household member requiring the presence of the individual, a household emergency, the unavailability of transportation, or a lack of child care for children who have reached the age of 6 but are under the age of 12.

If the household member has voluntarily quit and reduced their work effort provisions, in addition to the items above, good cause is granted if they have

- Resigned from that a job that is considered unsuitable;
- Experienced discrimination by an employer based on age, race, sex, color, disability, religious beliefs, national origin, or political belief.
- Work demands or conditions that render continued employment unreasonable, such as working without being paid on schedule;
- Acceptance by any other household member of employment or enrollment at least half-time in any recognized school, training program or institution of higher education in another county or similar political subdivision which requires the household to move and thereby requires the household member to leave employment;
- Resignation by a person under the age of sixty that is recognized by the employer as retirement;
- Acceptance of a bona fide offer of employment of more than thirty hours a week, or in which the weekly earnings are equivalent to the Federal minimum wage multiplied by thirty hours that, because of circumstances beyond the control of the primary wage earner, subsequently either does not materialize or results in employment of less than thirty hours a week, or weekly earnings of less than the Federal minimum wage multiplied by thirty hours;
- Leaving a job in connection with patterns of employment in which workers frequently move from one employer to another such as migrant farm labor or construction work;
- When the job contract period ends and the individual or the employer chooses not to renew the contract; and
- When the individual's resignation is requested by the employer.

c) Please describe the State agency's process to determine good cause if there is not an appropriate and available opening for an E&T participant.

N/A

XVI. Provider Determinations

In accordance with 7 CFR 273.7(c)(18) a State agency must ensure that E&T providers are informed of their authority and responsibility to determine if an individual is ill-suited for a particular E&T component.

a) Describe the process used by E&T providers to communicate provider determinations to the State agency.

When a provider determines that an individual referred for E&T are ill suited for the E&T component and provider during FY25, a DHS 880 will be issued to the referring processing

center unit including notices. Communication will be issued either through the BES or HANA system in conjunction with the process.

During the E&T orientation, an explanation of services, including support services which include participant reimbursements, to E&T participants while they are engaged in E&T services with any E&T provider. Every effort will be made to provide services. However, if the E&T provider during the screening learns that the E&T participant is ill-suited for E&T services and available components, communication will be transmitted via DHS 880 to explain the finding and recommendations to the eligibility unit. Once the state agency has implemented the provider screening process, a revision to the E&T State Plan will be submitted.

b) Describe how the State agency notifies clients of a provider determination. Please include the timeframe for contacting clients after receiving a provider determination.

A notice will be issued notifying the client of the provider determination. This will be implemented by May 1, 2025.

XVII. Participant Reimbursements

In accordance with 7 CFR 273.7(d)(4), State agencies are required to pay for or reimburse participants for expenses that are reasonable, necessary, and directly related to participation in E&T. State agencies may impose a maximum limit for reimbursement payments. If a State agency serves mandatory E&T participants, it must meet all costs associated with mandatory participation. If an individual's expenses exceed those reimbursements available by the State agency, the individual must be placed into a suitable component or must be exempted from mandatory E&T.

Table E.I. Estimates of Participant Reimbursements

<p>I. Estimated number of E&T participants to receive participant reimbursements. This is an unduplicated count. If an individual participates in more than one month, they would only be counted once.</p> <p><i>State agencies should take into consideration the number of mandatory E&T participants projected in Table H – Estimated Participant Levels in the Excel Workbook, and the number of mandatory E&T participants likely to be exempted, if the State agency cannot provide sufficient participant reimbursements.</i></p>	<p>1,020</p>
<p>II. Estimated number of E&T participants to receive participant reimbursements per month. This is a duplicated count. This calculation can include</p>	<p>112</p>

	the same individual who participates in more than one month.	
III.	Estimated budget for E&T participant reimbursements in upcoming FY.	\$275,000.00
IV.	Estimated budget for E&T participant reimbursements per month in upcoming FY. (Row III/12)	\$141,241.00
V.	Estimated amount of participant reimbursements per E&T participant per month. (Row IV/Row II)	\$269.61

Participant Reimbursement Details

Complete the table below with information on each participant reimbursement offered/permitted by the State agency (do not indicate information for each provider). A description of each category is included below.

- **Allowable Participant Reimbursements.** Every State agency must include child care and transportation in this table, as well as other major categories of reimbursements (examples of categories include, but are not limited to: tools, test fees, books, uniforms, license fees, electronic devices, etc.). Mandatory States must meet all costs associated with participating in an E&T program, or else they must exempt individuals from E&T.
- **Participant Reimbursement Caps (optional).** States have the option to establish maximum levels (caps) for reimbursements available to individuals. Indicate any caps on the amount the State agency will provide for the participant reimbursement.
- **Who provides the participant reimbursements?** Indicate if the participant reimbursement is provided by the State agency, a provider, an intermediary, or some other entity. The State agency remains ultimately responsible for ensuring individuals receive participant reimbursements, even if it has contracted with another entity to provide them.
- **Method of disbursement.** Indicate if the participant receives the participant reimbursement *in advance* or as *a reimbursement*. Also indicate if the amount of the participant reimbursement is an *estimated amount* or the *actual amount*.

Table E.II. Participant Reimbursement Details

The following table should be completed with details that reflect the State agency's policies on allowable reimbursements. If the response varies by E&T provider, include examples to illustrate this variation. Expenses must be listed in the State plan and approved by FNS to be allowable.

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
Transportation, including mileage	Up to \$100 per month (based on component)	Provider	Reimbursement
Transportation, bus pass	Up to \$100 per month (based on component).	Provider	In advance or Reimbursement (depending on island).
Work and training related expenses directly related to the participation in an E&T component designed to prepare the participant for employment, including uniforms, personal safety items, necessary equipment or tools for training or employment, test fees, union dues, licensing and bonding fees, or books	Up to \$100 per month (based on component)	Provider	Reimbursement
Work and training or education related expenses, including course fees	\$750 per individual on a case by case basis. An ICF may be required for those situations in which the amount may exceed the	Provider	Reimbursement

Allowable Participant Reimbursements	Participant Reimbursement Caps (optional)	Who provides the participant reimbursement?	Method of disbursement
	\$750 limit.		

- a) If providing dependent care, specify payment rates for child care reimbursements, established in accordance with the Child Care and Development Block Grant (CCDBG) and based on local market rate surveys. If alternative dependent care is provided by the State agency in lieu of reimbursement, describe these arrangements.

Dependent child care is provided in very limited amounts as a reimbursement of up to \$195 per child per month for 1-86 hours for legally exempt relative and non-relative care. For ongoing child care assistance, E&T participants apply for the State’s CCDBG child care subsidy program (Child Care Connection Hawaii), which has its established child care payment rates.

- b) If dependent care agencies have a waiting list or otherwise cap the number of enrolled dependents, how will the State agency ensure E&T participants with dependent care needs receive dependent care?

N/A

XVIII. Work Registrant Data

The SNAP general work requirements are described at 7 CFR 273.7(a). Individuals who do not meet an exemption from the general work requirements, as listed in 7 CFR 273.7(b)(1), are subject to the general work requirement and must register for work. In accordance with 7 CFR 273.7(c)(10), the State agency must submit to FNS the number of work registrants in the State as of October 1st. This information is submitted on the first quarter E&T Program Activity Report.

- a) Describe the process the State agency uses to count all work registrants in the State as of the first day of the new fiscal year (October 1). Please provide information about how data is pulled from the eligibility system. For instance, how work registrants are identified and how counting is conducted.

All SNAP recipients are coded with a work registration code of “registered” or “exempt” in the Department’s HAWI system, as part of the initial application and ensuing re-certification

process. On October 1 of each year, a report is run that details the number of individuals that are coded as work registered on that date.

b) Describe measures taken to prevent duplicate counting.

The HAWI system has been programmed to count work registrants once during a federal fiscal year. This is accomplished by putting a “flag” on each individual that is coded and counted as a mandatory work registrant for the October 1 report. Each month thereafter, a report is generated that counts individuals that are newly work registered that month (i.e., do not have a “flag”). Once a new work registrant is counted in a monthly report, a “flag” will be coded for that individual, and that individual will not be counted again during that Federal Fiscal year.

XIX. Outcome Reporting Measures

National Reporting Measures

Table E.III. National Reporting Measures

Source <i>[Check the data source used for the national reporting measures. Check all that apply]</i>	Employment & Earnings Measures	Completion of Education of Training
Quarterly Wage Records (QWR)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
National Directory of New Hires (NDNH)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
State Information Management System (MIS). <i>Indicate below what MIS system is used.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Manual Follow-up with SNAP E&T Participants. <i>Answer follow-up question below.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Follow-up Surveys. <i>State agencies must complete the Random Sampling Plan section below, if follow-up surveys is used.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other - Describe source: Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

a) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State’s Department of Labor MIS).

- b) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

SNAP E&T providers will be expected to follow-up with all E&T participant's exiting due to employment to follow-up as required for the annual report. Follow-up will utilize email, phone calls, and mail. This expectation will also be explained during the orientation process to all program participants.

- c) If a State agency is not using Quarterly Wage Records (QWR) as the source for the national measures, describe the State agency's plan to move toward using QWR including a timeline for completion.

State Component Reporting Measures

- d) Check all data sources used for the State-specific component measures.

- Quarterly Wage Records (QWR)
- National Directory of New Hires (NDNH)
- State Management Information System. *Indicate the MIS used below.*
- Manual follow-up with SNAP E&T Participants. *Answer follow-up question below.*
- Follow-up Surveys. *Answer follow-up question below.*

- e) If a State MIS is used, please indicate the system (e.g., SNAP eligibility system, State's Department of Labor MIS).

- f) If a manual follow-up with SNAP E&T participants is conducted, describe the process for follow-up, including the contact method (e.g., verbal contact, email, or mail).

SNAP E&T providers will be expected to follow-up with all E&T participant's exiting due to employment to follow-up as required for the annual report. Follow-up will utilize email, phone calls, and mail. This expectation will also be explained during the orientation process to all program participants.

- g) If follow-up surveys are used, please describe the sample frame. This description must include source, availability, accuracy, completeness, components, location, form, frequency of updates and structure.

The state agency will work with both E&T providers and internal resources to complete follow-up surveys through the program management office. The state agency will need to develop a timeline with survey questions and format, frequency of survey reviews and follow-up structure to ensure accuracy and survey reporting to ensure timely updates to FNS.

- h) If follow-up surveys are used, please describe the sample selection. This description must include the method of sample selection, procedures for estimating caseload size, computation of sampling intervals and random starts, as appropriate, and a time schedule for each step in the sampling procedure.

The state agency is able to generate monthly reports for all E&T participants that exit due to employment. An analysis on the number of participants will be completed during FY25 and include development of procedures on sample selection in relation to caseload size, a determination of sampling intervals, and the time schedule needed to report statistical information to FNS.

Using the table below, indicate the outcome measure that will be used for each component that the State agency will offer that is intended to serve at least 100 participants in the FY. Explain in detail the methodology for acquiring the component data. Please ensure the component names listed here match the component names in the FNS-583 report and [Section G: Component Detail](#).

Table E.IV. Component Outcome Measures

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
<i>Example: Supervised Job Search</i>	<i>Example: Number of people who obtain employment after completion of component.</i>	<i>Example: Numerator will include those participants who obtained employment after completing component during the period of 10-1-2019 to 9-30-2020 Denominator will include the number of participants that participated in supervised job search during the period of 10-1-2019 to 9-30-2020.</i>
Supervised Job Search	Number of individuals that obtain employment that	Information is tracked in the HANA system and will be

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
	<p>participated in Supervised Job Search component.</p> <p>Hawaii will monitor the number of SJS participants during the period of 10/1/23 – 09/30/24 on a quarterly basis to determine the number of participants that obtained employment after completing the SJS component.</p>	<p>gathered monthly and annually.</p> <p>Numerator will include those participants who obtained employment within 2 months after completing SJS component during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the number of SJS participants during the period of 10-1-2024 to 9-30-2025..</p>
Job Search Skills Training	<p>Number of individuals that obtained employment upon completion of the Job Search Skills Training component.</p>	<p>Information is tracked in the HANA system and will be gathered monthly and annually.</p> <p>Numerator will include those participants that obtained employment upon completion of the JSST component during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the number of JSST participants during the period of 10-1-2024 to 9-30-2025.</p>
Job Retention	<p>Number of individuals whose income increased upon completion of the Job Retention component</p> <p>Hawaii will monitor job retention during the 6–12-month period after obtaining a new job or promotion.</p>	<p>Information is tracked in the HANA system and will be gathered monthly and annually.</p> <p>Numerator will include those participants whose income increased upon completion of the JR component during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the number of JR participants during</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		the period of 10-1-2024 to 9-30-2025.
Basic/Foundation al Skills Instruction (EBP)	Number of individuals that obtained a recognized credential upon completion of the Basic Education component.	<p>Information is tracked in the HANA system and will be gathered monthly and annually.</p> <p>Numerator will include those participants who obtained a recognized credential and complete the BE component during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the number of BE participants during the period of 10-1-2024 to 9-30-2025.</p>
Career/Technic al Education Programs or other Vocational Training (EPC)	<p>Number of individuals that are in the Vocational Training component and who continue in the VT component in the following year.</p> <p>This measure is primarily for our HINET contractor, which serves the community college students.</p>	<p>Information is tracked in the HANA system and will be gathered monthly and annually.</p> <p>Numerator will include those participants that were in the VT component and continued on the subsequent year during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include those participants in the VT component during the period of 10-1-2024 to 9-30-2025.</p>
Work Readiness Training (EPWRT)	<p>Number of individuals that complete the Work Readiness Training Component</p> <p>This component (Work Readiness Training) is usually combined with SJS and Work Experience (WBLO)</p>	<p>Information is tracked in the HANA system and will be gathered monthly and annually.</p> <p>Numerator will include those participants that were in the WRT component and obtained a job upon completion of the WRT component during the period of 10-1-2024 to 9-30-</p>

Component	Outcome Measure	Methodology including the timeframes being reported (e.g. denominator and numerator).
		<p>2025.</p> <p>Denominator will include those participants that were in the EPWRT component during the period of 10-1-2024 to 9-30-2025.</p>
Supervised Job Search	<p>Number of individuals that obtain employment that participated in Supervised Job Search component.</p> <p>Hawaii will monitor the number of SJS participants during the period of 10/1/23 – 09/30/24 on a quarterly basis to determine the number of participants that obtained employment after completing the SJS component.</p>	<p>Information is tracked in the HANA system and will be gathered monthly and annually.</p> <p>Numerator will include those participants who obtained employment within 2 months after completing SJS component during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the number of SJS participants during the period of 10-1-2024 to 9-30-2025..</p>
Job Search Skills Training	<p>Number of individuals that obtained employment upon completion of the Job Search Skills Training component.</p>	<p>Information is tracked in the HANA system and will be gathered monthly and annually.</p> <p>Numerator will include those participants that obtained employment upon completion of the JSST component during the period of 10-1-2024 to 9-30-2025.</p> <p>Denominator will include the number of JSST participants during the period of 10-1-2024 to 9-30-2025.</p>

F. Pledge to Serve All At-Risk ABAWDs (if applicable)

The Act authorizes FNS to allocate \$20 million annually to State agencies that commit, or pledge, to ensuring the availability of education, training, or workfare opportunities that permit able-bodied adults without dependents (ABAWDs) to remain eligible beyond the 3-month time limit.

To be eligible for these additional funds (pledge funds), State agencies must pledge to offer and provide an opportunity in a work program that meets the participation requirements of 7 CFR 273.24 to every applicant and recipient who is in the last month of the 3-month time limit and not otherwise exempt. Individuals are exempt from the time limit if they meet an exception under 7 CFR 273.24(c), reside in an area covered by a waiver in accordance with 7 CFR 273.24(f), or who are exempted by the State under 7 CFR 273.24(g). ABAWDs who meet the criteria outlined in 7 CFR 273.7(d)(3)(i) are referred to as “at-risk” ABAWDs.

a) Is the State agency pledging to offer qualifying activities to all at-risk ABAWDs?

Yes (Complete the rest of this section.)

No (Skip to Section G: Component Detail.)

Table F.I. Pledge Assurances

Check the box to indicate that the State agency understands and agrees to comply with the following provisions, per 7 CFR 273.7(d)(3).	Check Box
The State agency will use the pledge funds to defray the costs of offering every at-risk ABAWD a slot in a qualifying component.	<input type="checkbox"/>
The cost of serving at-risk ABAWDs is not an acceptable reason for failing to live up to the pledge. The State agency will make a slot available and the ABAWD must be served even if the State agency exhausts all of its 100 percent Federal funds and must use State funds.	<input type="checkbox"/>
While a participating State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at-risk, the State agency guarantees that at-risk ABAWDs are provided with opportunities by the State agency <u>each month</u> to remain eligible beyond the 3-month time limit.	<input type="checkbox"/>
The State agency will notify FNS immediately if it realizes that it cannot obligate or expend its entire share of the ABAWD allocated funds, so that FNS may make those funds available to other participating pledge States within the fiscal year.	<input type="checkbox"/>
The State agency will be ready on October 1 st to offer and provide qualifying activities and services each month an ABAWD is at-risk of losing their benefits beyond the 3-month time limit.	<input type="checkbox"/>

b) Where will the State agency offer qualifying activities?

Statewide

Limited areas of the State (*Complete questions c and d below.*)

c) Explain why the State agency will offer qualifying activities in limited areas of the State.

ABAWD waiver for parts of the State

Will use discretionary exemptions

Other: Click or tap here to enter text.

d) If the State agency will be offering qualifying activities only in limited areas of the State, please list those localities/areas.

e) How does the State agency identify ABAWDs in the State eligibility system?

f) How does the State agency identify ABAWDs that are at-risk?

g) When and how is the offer of qualifying activities made? Include the process the State agency uses to ensure that at-risk ABAWDs receive an offer of a qualifying component for every month they are at risk, including how the offer is made.

The next set of questions is intended to establish the State agency's overall capacity and ability to serve all at-risk ABAWDs during the fiscal year through the services available in SNAP E&T as well as through other qualifying activities available through other Federal or State employment and training programs. In addition to SNAP E&T components, qualifying activities for ABAWDs include programs that operate outside of SNAP E&T. Such as Optional Workfare programs, WIOA title I programs, programs under Section 236 of the Trade Act of 1974, Veterans employment and training programs offered by the Department of Veterans Affairs or the Department of Labor, and Workforce Partnerships in accordance with 7 CFR 273.7(n).

h) What services and activities will be provided through SNAP E&T? (List the components and participant reimbursements.) This should be consistent with the components detailed in Section G, as well as Section E-XIV regarding participant reimbursements.

i) What services and activities will be provided outside of SNAP E&T? (List the operating program, such as title 1 of WIOA, services and activities.)

j) To pledge, State agencies must have capacity to offer a qualifying activity to every at-risk ABAWD for every month they are at-risk. What is the State agency's plan if more ABAWDs than expected choose to take advantage of the offer of a qualifying activity? For instance, how will the State agency ensure the availability of more slots? What steps has the State agency taken to guarantee a slot through agreements or other arrangements with providers?

Table F.II. Information about the size of the ABAWD population

Question	Number
I. How many ABAWDs did you serve in E&T in the previous FY?	
II. How many SNAP recipients are expected to be ABAWDs this fiscal year? This should be an unduplicated count. If an individual is an ABAWD at any time during the fiscal year, they would be counted only once. Note: This should be consistent with the projected number of ABAWDs shown on Table H row 11 in the Excel Workbook.)	
III. How many ABAWDs will meet the criteria of an at-risk ABAWD? This should be an unduplicated count. If an individual is an at-risk ABAWD at any time during the fiscal year, they would be counted only once. (Note: This should be consistent with the projected number of at-risk ABAWDs shown on Table H row 14 in the Excel Workbook.)	
IV. Number of at-risk ABAWDs averaged monthly? This should be annual total from line (III) divided by 12.	

Table F.III. Available Qualifying Activities

When considering all the qualifying activities that the pledging State agency intends to offer to at-risk ABAWDs, provide a projected estimate for each category below.

	Expected average monthly slots available to at-risk ABAWDs	Expected average monthly slots offered to at-risk ABAWDs	Expected monthly at-risk ABAWD participation for plan year
SNAP E&T			
All other programs outside of SNAP E&T			
Total slots across all qualifying activities			

Table F.IV. Estimated cost to fulfill the pledge

	Value
I. What is the projected total cost to serve all at-risk ABAWDs in your State?	
II. Of the total in (I), what is the total projected administrative costs of E&T?	
III. Of the total in (I), what is the total projected costs for participant reimbursements in E&T?	

k) Explain the methodology used to determine the total cost to fulfill the pledge.

G. Component Detail

The goal of this section is to provide a comprehensive description of E&T program components and activities that the State agency will offer. A State agency’s E&T program must include one or more of the following components: supervised job search; job search training; workfare; work experience or training; educational programs; self-employment activities; or job retention services. The State agency should ensure that the participation levels indicated in this section align with other sections of the State

Plan, such as the projected participant levels in Section H – Estimated Participant Levels.

Complete the following questions for each component that the State agency intends to offer during the fiscal year.

I. Non-Education, Non-Work Components

Complete the tables below with information on each non-education, non-work component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Summary of the State guidelines implementing supervised job search (applies to SJS only).** This summary of the State guidelines, at a minimum, must describe: The criteria used by the State agency to approve locations for supervised job search, an explanation of why those criteria were chosen, and how the supervised job search component meets the requirements to directly supervise the activities of participants and track the timing and activities of participants.
- **Direct link (applies to SJS only).** Explain how the State agency will ensure that supervised job search activities will have a direct link to increasing the employment opportunities of individuals engaged in the activity (i.e. how the State agency will screen to ensure individuals referred to SJS are job ready and how the SJS program is tailored to employment opportunities in the community).
- **Description of the component (applies to JST, SET, and Workfare).** Provide a brief description of the activities and services.
 - **For JR Only:** Provide a summary of the activities and services. Include a description of how the State will ensure services are provided for no less 30 days and no more than 90 days.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).

- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs

Table G.I. Non-Education, Non-Work Component Details: Supervised Job Search

Details	Supervised Job Search (SJS)
Summary of the State guidelines implementing SJS	<p>Supervised Job Search requires individuals to search for employment in accordance with identified employment goals noted in the employment plan. E&T case managers will review and discuss all job search logs monthly with participants to discuss results from each job search attempt and provide evaluation and guidance in order to improve the individual’s chances of securing employment. As needed, a revision to the employment plan can be made based on this discussion. Contact with E&T participants may include but is not limited to: in person, over the phone, via email, or via telecommunication as is available and in the best interest of the program participant.</p> <p>Hawaii DHS needs to develop the criteria it will use for choosing additional community-based provider organizations that may be interested in offering a 50-50 model SJS components. Currently, only two partners are authorized to administer SJS components in Hawaii through a formal contract agreement between DHS and each partner agency with the scope of services specifying the requirements for the supervised job search component offered. E&T case managers will review and follow up with all job search logs monthly with participants to discuss the results from each job search attempt and provide evaluation and guidance in order to improve the individual’s chances of securing employment.</p>
Direct link	<p>Through the requirements of the contract agreements between DHS and the organizations operating E&T case manager services, the E&T case managers will review and follow up with all job search logs monthly with participants to discuss results from each job search attempt and provide evaluation and guidance in order to improve the individual’s chances of securing employment.</p>

Target population	Participants ready for work
Criteria for participation	Hawaii DHS will work on developing the criteria it will use for screening individuals to refer for participation in this component (in conjunction with IX.f.)
Geographic area	Statewide (Oahu, Maui, Hawaii, Kauai)
E&T providers	Goodwill Industries of Hawaii (GIH), Department of Labor and Industrial Relations (DLIR), Partners in Development Foundation (PIDF)
Projected annual participation	150
Estimated annual component costs	\$40,486.50

Table G.II. Non-Education, Non-Work Component Details: Job Search Training

Details	Job Search Training (JST)
Description of the component	The Job Search Training is a module consisting of 24 hours that is designed to increase the job seeking skill of E&T participants. JST shall include activities such as resume writing, interview skills, career mapping, networking opportunities, and job search resources available. Referrals will also be made to clothing resources available to assist job seekers to prepare for interviews. Interview skills should also reflect recent job search trends post pandemic.
Target population	E&T participants must attend the training at the local Workforce Development Division office where the staff are able to work one-on-one as a group to guide participants in identifying appropriate job openings that align with their individual skills and temperament. The participant learns how to use all of the different media and resources available to look for available employment.
Criteria for participation	Job ready participants who need guidance in job seeking skills.
Geographic area	Statewide
E&T providers	Goodwill Industries of Hawaii (GIH), Department of Labor and Industrial Relations (DLIR), Partners in Development Foundation (PIDF)

Projected annual participation	150
Estimated annual component costs	\$40,486.50

Table G.III. Non-Education, Non-Work Component Details: Job Retention

Details	Job Retention (JR)
Description of the component	Job retention services are available to E&T participants. Services include assisting the participant with increasing their work hours or obtaining sustainable living wages through mentoring and/or additional job skills training. It also includes case management and reimbursements for required uniforms or other clothing for employment, equipment, supplies, required tools to perform the job, testing fees, and transportation. Reimbursements for work-related expenses will not be processed until the expenses have been fully documented. Case management service providers shall be conducted as least once per month and track and document progress and/or concerns to assist the participant in attaining self-sufficiency.
Target population	All E&T participants
Criteria for participation	All E&T participants
Geographic area	Statewide
E&T providers	Goodwill Industries of Hawaii (GIH), Department of Labor and Industrial Relations (DLIR), Partners in Development Foundation (PIDF)
Projected annual participation	125
Estimated annual component costs	\$33,738.75

Table G.IV. Non-Education, Non-Work Component Details: Self-Employment Training

Details	Self-Employment Training (SET)
---------	--------------------------------

Description of the component	Self-employment training is a component that improves the employability of participants by training them to design and operate a small business or another self-employment venture, or to improve their existing self-employment venture. This component is popular with participants living in remote geographical areas where fishing, farming, and selling their harvests at the local markets are the only way to earn income. There likely are no other job opportunities within a two-hour drive and public transportation is not available. Participants attend informational sessions on entrepreneurial ventures to determine and/or improve their commitment level and assess the viability of the individual's self-employment plan.
Target population	All interested participants
Criteria for participation	Hawaii DHS will work on developing the criteria it will use for screening individuals to refer for participation in this component (in conjunction with IX.f.).
Geographic area	Statewide
E&T providers	Goodwill Industries of Hawaii (GIH), Department of Labor and Industrial Relations (DLIR), Partners in Development Foundation (PIDF)
Projected annual participation	75
Estimated annual component costs	\$20,243.25

Table G.V. Non-Education, Non-Work Component Details: Workfare

Details	Workfare (W)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	

Projected annual participation	
Estimated annual component costs	

II. Educational Programs

Complete the tables below with information on each educational program component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.
- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.
- **Not supplanting:** Federal E&T funds used for activities within the education component must not supplant non-Federal funds for existing educational services and activities. For any education activities, provide evidence that costs attributed to the E&T program are not supplanting funds used for other existing education programs.
- **Cost parity:** If any of the educational services or activities are available to persons other than E&T participants, provide evidence that the costs charged to E&T do not exceed the costs charged for non-E&T participants (e.g. comparable tuition).

Table G.VI. Educational Program Details: Basic/Foundational Skills Instruction

Details	Basic/Foundational Skills Instruction (includes High School Equivalency Programs) (EPB)
Description of the component	<p>Based on the E&T assessment and a participant’s employment goals, a referral to basic education activities may be the most beneficial way to begin E&T participation.</p> <p>Adult Basic Education (ABE), General Education Development (GED), and Complementary Basic Education (CBE) are the standard basic education programs. This component will increase the participant’s basic communication skills and ability to perform basic math and other basic skills necessary to obtain a secondary school diploma or equivalent, or to prepare for additional training leading to a job paying sustainable wages. EPB component may be combined with any other qualifying components.</p>
Target population	All interested participants
Criteria for participation	Hawaii DHS will work on developing the criteria it will use for screening individuals to refer for participation in this component (in conjunction with IX.f.)
Geographic area	Statewide
E&T providers	Hawaii Department of Education (DOE) provides these EPB services, and Hawaii does not utilize any separate E&T providers to provide the services.
Projected annual participation	150
Estimated annual component costs	\$40,486.50
Not supplanting	<p>E&T funds will not be used to supplant non-Federal funds or existing educational services. Supplanting will not happen because DHS does not provide Hawaii DOE with any funds to operate any EPB services that Hawaii DOE provides. Hawaii DOE utilizes its own state and federal funds to operate its EPB programs that serve all individuals in Hawaii, including E&T participants. The E&T program provides reimbursement directly to the E&T participant for any fees that the participant is charged. Such fees would be the same amount that all individuals</p>

	who elect to take the ABE, GED, or CBE programs offered by the Hawaii DOE are charged.
Cost parity	The E&T program is charged an amount equal to the fees charged to non-E&T participants for the same activity. Each campus offering courses through the Community School for Adults post their fees on their websites and the E&T case manager verifies the E&T participant paid the required fees and provides reimbursement of such fees. The E&T case manager verifies that the posted fees on each campus' website matches the fees that the participant has paid.

Table G.VII. Educational Program Details: Career/Technical Education Programs or other Vocational Training

Details	Career/Technical Education Programs or other Vocational Training (EPC)
Description of the component	This component activity combines classroom education and apprenticeship to provide participants with the skills required to obtain sustainable employment and to address the business community's inability to fill vacancies due to the lack of qualified workforce.
Target population	All interested participants
Criteria for participation	Participants motivated to pursue training and enhance their employability will be referred to this component. Participants also need to be a student enrolled at a participating UH community College campus, enrolled in a basic education or pre-CTE / CTE pathway, must be work-eligible, and not receiving TANF. Hawaii DHS will work on developing any additional criteria it will use for screening individuals to refer for participation in this component (in conjunction with IX.f.).
Geographic area	Statewide
E&T providers	Goodwill Industries of Hawaii (GIH), Department of Labor and Industrial Relations (DLIR), Partners in Development Foundation (PIDF), and UH-HINET – Windward Community College
Projected annual participation	175

Estimated annual component costs	\$47,234.25
Not supplanting	<p>E&T funds will not be used to supplant non-Federal funds or existing educational services. Costs attributed to the E&T program are for allowable E&T activities for staffing as described in the contract agreement between Hawaii DHS and UH Windward Community College.</p> <p>Hawaii DHS conducts on-going desk reviews of the invoices that UH submits for payment and requests for clarification or supporting documentation as appropriate.</p>
Cost parity	<p>The E&T grant is charged an amount equal to the tuition charged to non-E&T participants for the same activity. Each campus posts their tuition fees on their websites, and Hawaii DHS is invoiced for tuition costs for eligible E&T participants. Hawaii DHS verifies the cost of tuition fees billed to DHS matches the posted tuition fees on each campus' website.</p>

Table G.VIII. Educational Program Details: English Language Acquisition

Details	English Language Acquisition (EPEL)
Description of the component	<p>Based on the E&T assessment and a participant's employment goals, a referral to English Language Acquisition activities may be the most beneficial way to begin E&T participation.</p> <p>This component will increase the participant's basic communication skills and ability to increase employability or to prepare for additional training that lead to jobs paying sustainable wages. EPEL component may be combined with any other qualifying components.</p>
Target population	All interested participants
Criteria for participation	Participants that have identified needing support in English language acquisition as English is not a primary language for them.

	Hawaii DHS will work on developing any additional criteria it will use for screening individuals to refer for participation in this component (in conjunction with IX.f.).
Geographic area	Statewide
E&T providers	Hawaii Department of Education (DOE) provides these EPB services, and Hawaii does not utilize any separate E&T providers to provide the services.
Projected annual participation	20
Estimated annual component costs	\$5,398.20
Not supplanting	<p>E&T funds will not be used to supplant non-Federal funds or existing educational services.</p> <p>Supplanting will not happen because DHS does not provide Hawaii DOE with any funds to operate any EPEL services that Hawaii DOE provides. Hawaii DOE utilizes its own state and federal funds to operate its EPEL programs that serve all individuals in Hawaii, including E&T participants.</p> <p>The E&T program provides reimbursement directly to the E&T participant for any fees that the participant is charged. Such fees would be the same amount that all individuals who elect to take the English Language Acquisition programs offered by the Hawaii DOE are charged.</p>
Cost parity	<p>The E&T program is charged an amount equal to the fees charged to non-E&T participants for the same activity. Each campus offering courses through the Community School for Adults post their fees on their websites and the E&T case manager verifies the E&T participant paid the required fees and provides reimbursement of such fees. The E&T case manager verifies that the posted fees on each campus' website matches the fees that the participant has paid.</p>

Table G.IX. Educational Program Details: Integrated Education and Training/Bridge Programs

Details	Integrated Education and Training/Bridge Programs (EPIE)
---------	--

Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Not supplanting	
Cost parity	

Table G.X. Educational Program Details: Work Readiness Training

Details	Work Readiness Training (EPWRT)
Description of the component	<p>This component provides training for participants over the course of five modules.</p> <p>The first module is a self-inventory of the participant's skills, strengths, and work values, as well as their motivations and personality traits and how that fits into their employment goals and expectations.</p> <p>The second module is about social media and job search, sources of employment, how to fill out an application, and which resume model works best for the individual participant.</p> <p>The third module addresses life skills for personal development.</p> <p>The fourth module is about communication and the job interview.</p> <p>The fifth (and last) module is about fitting in at the workplace and what characteristics employers are looking for in potential candidates.</p>
Target population	All E&T participants

Criteria for participation	Participants who are not ready for employment for any reason. Hawaii DHS will work on developing any additional criteria it will use for screening individuals to refer for participation in this component (in conjunction with IX.f.).
Geographic area	Statewide
E&T providers	Goodwill Industries of Hawaii, Inc., Department of Labor & Industrial Relations (DLIR)
Projected annual participation	100
Estimated annual component costs	\$26,991.00
Not supplanting	Federal E&T funds used for EPWRT does not supplant non-Federal funds for existing education services and activities. Costs attributed to the E&T program are for allowable E&T activities for staffing as described in the contract agreements between Hawaii DHS and the Contractors. Hawaii DHS conducts on-going desk reviews of the invoices that the Contractor submits for payment and requests for clarification or supporting documentation as appropriate.
Cost parity	The Work Readiness Training services provided by the Contractors are exclusively provided to E&T participants by Contractors' staffing as described in the contract agreements between Hawaii DHS and the Contractors.

Table G.XI. Educational Program Details: Other

Details	Other (EPO): State agency must provide description
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	

Estimated annual component costs	
Not supplanting	
Cost parity	

III. Work Experience (WE)

Work experience is divided into two subcomponents per 7 CFR 273.7(e)(2)(iv): Work activity (WA) and Work-based learning (WBL). WBL activities like internships, apprenticeships, and on-the-job training, among others, may provide wages subsidized by the E&T program. In order to capture information about WBL activities that may be subsidized or unsubsidized by E&T, there are two sets of tables below for each kind of WBL activity – the first group of tables are for activities not subsidized by E&T (e.g. Work-based learning – Internships) and the second group of tables are for activities subsidized by E&T (e.g. Work-based learning – Internships - Subsidized by E&T). Note that subsidized means programs where E&T funding is used to subsidize wages of participants. Subsidized in this context does not mean programs where participants receive a subsidized wage from another source.

Work Activity and Unsubsidized WBL Components

Complete the tables below with information on Work Activity and each unsubsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
- **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
- **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
- **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
- **E&T providers.** Identify all entities that will provide the service.

- **Projected annual participation.** Project the number of unduplicated individuals.
- **Estimated annual component costs.** Project only administrative costs.

Table G.XII. Work Experience: Work Activity

Details	Work Activity (WA)
Description of the component	<p>Work Experience (WA) provides individuals with an opportunity to gain work experience and useful workplace skills at a supervised worksite. It may be combined with other E&T components.</p> <p>Work sites are developed by the E&T worker or may be identified by the participant; however, the worksite may only be used after an agreement is established and fully executed. The agreement outlines the requirements for working conditions and prescribes the maximum number of hours the participant can work. The worksite position should not exceed 6 months. Participant attendance is tracked on a weekly/monthly basis and signed by the worksite supervisor and the participant before it is submitted to the E&T worker.</p>
Target population	All interested participants.
Criteria for participation	Participants wanting to develop skills in a particular field while job searching.
Geographic area	Statewide
E&T providers	Goodwill Industries of Hawaii (GIH), Department of Labor and Industrial Relations (DLIR), Partners In Development (PIDF)
Projected annual participation	75
Estimated annual component costs	\$20,243.25

Table G.XIII. Work Experience: Internship

Details	Internship (WBLI)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	

Projected annual participation	
Estimated annual component costs	

Table G.XIV. Work Experience: Pre-Apprenticeship

Details	Pre-Apprenticeship (WBLPA)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XV. Work Experience: Apprenticeship

Details	Apprenticeship (WBLA)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVI. Work Experience: On-the-Job Training

Details	On-the-Job-Training (WBLOJT)
Description of the component	N/A
Target population	
Criteria for participation	

Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVII. Work Experience: Transitional Jobs

Details	Transitional Jobs (WBLTJ)
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Table G.XVIII. Work Experience: Work-based learning - Other

Details	Work-based learning - Other (WBLO): State agency must provide description
Description of the component	N/A
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	

Subsidized WBL Components

For assistance with developing the State's E&T SWBL budget, please refer to the optional SWBL tool on the Operating Budget Excel Workbook.

For all of the included subsidized components, the State agency attests to the following:	Check Box
Will pay the individual a wage at least equal to the State or Federal minimum wage, whichever is higher.	<input type="checkbox"/>
Operates in compliance with all applicable labor laws.	<input type="checkbox"/>
Will not displace or replace existing employment of individuals not participating in E&T.	<input type="checkbox"/>
Provides the same benefits and working conditions as non-E&T participants doing comparable work for comparable hours.	<input type="checkbox"/>

Complete the tables below with information on each subsidized WBL component that the State agency intends to offer during the fiscal year. ***If the State does not plan to offer one of the components in the table, please leave the cells blank.*** For each component that is offered, the State should include the following information:

- **Description of the component.** Provide a summary of the activities and services.
 - **Target population.** Identify the population that will be targeted. Include special populations such as ABAWDs, Returning Citizens, Homeless, Older Disconnected Youth, etc.
 - **Criteria for participation.** What skills, knowledge, or experience is necessary for participation in the component? For example, literacy or numeracy levels, recent labor market attachment, computer literacy etc.
 - **Geographic area.** Where will the component be available (statewide, regional, counties, localities not covered by ABAWD waivers, areas covered by the American Job Centers, etc.).
 - **E&T providers.** Identify all entities that will provide the service.
 - **Projected annual participation.** Project the number of unduplicated individuals.
 - **Estimated annual component costs.** Project only administrative costs.
 - **Length of time the SWBL will run.** Indicate the maximum number of hour participants can receive SWBL (e.g. 300 hours). Indicated if there is variation in how many hours will be offered to participants.
 - **What other administrative costs, if any, will be associated with the SWBL.** Examples include workers compensation, payroll taxes paid by the employer, and costs, direct or indirect costs associated with training and administering the SWBL.
- Table G.XIX. Subsidized Work Experience: Internship – Subsidized by E&T

Details	Internship – Subsidized by E&T (WBLI - SUB)
Description of the component	

Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XX. Subsidized Work Experience: Pre-Apprenticeship– Subsidized by E&T

Details	Pre-Apprenticeship– Subsidized by E&T (WBLPA-SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXI. Subsidized Work Experience: Apprenticeship – Subsidized by E&T

Details	Apprenticeship – Subsidized by E&T (WBLA- SUB)
Description of the component	
Target population	

Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXII. Subsidized Work Experience: Transitional Jobs – Subsidized by E&T

Details	Transitional Jobs – Subsidized by E&T (WBLTJ - SUB)
Description of the component	
Target population	
Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

Table G.XXIII. Subsidized Work Experience: Work-based learning - Other - Subsidized by E&T

Details	Work-based learning - Other -Subsidized by E&T (WBLO - SUB): State agency must provide description)
Description of the component	
Target population	

Criteria for participation	
Geographic area	
E&T providers	
Projected annual participation	
Estimated annual component costs	
Length of time the SWBL will run	
Other administrative costs associated with SWBL	

H. Estimated Participant Levels

Complete the Estimated Participant Levels sheet in the Excel Workbook projecting participation in E&T for the upcoming Federal FY. Use the numbers in the Excel Workbook as a reference to answer the question below.

- a) If less than 20% of E&T participants are expected to receive participant reimbursements, please provide an explanation.

Approximately 41,845 work registrants (unduplicated count). Proposed number of E&T participants to be served = 1,020
--

I. Contracts/Partnerships

For each partner/contractor that receives more than 10% of the E&T operating budget, complete the table below. If all partners receive less than 10% of the budget, provide the information in the table for the five providers who receive the largest total amount of E&T funding. Partners are the entities that the State agency has contracted with or has agreements (MOUs or MOUAs) with for the delivery of E&T services. All partner contracts must be available for inspection by FNS as requested. (Note: All E&T partners and contracts will be included in the Contract and Partnership Matrix in the Operating Budget Excel Workbook.)

Table I.I. Contractor/Partner Details

Contract or Partner Name:	Goodwill Industries of Hawaii, Inc.
Service Overview:	E&T Case Management Services. The Contractor is responsible for all aspects of E&T case management

Contract or Partner Name:	Goodwill Industries of Hawaii, Inc.
	<p>services for all participants on the islands of Oahu and Maui. The E&T case managers conduct in- depth assessments of each participant, including psychosocial, emotional, and skills assessments. This is followed by the establishment of the Employability Plan (EP) that is reflective of the information gathered during the assessment and the goals stated by the participant. In order to meet each step of the plan, necessary referrals or placement are made, dependent on the nature of the component(s) listed on the EP. Monitoring of the participant's progress ensues, as well as monthly tracking of participation, and issuance of support services, when needed.</p> <p>The E&T case manager communicates regularly with the Eligibility Worker (EW) when a participant is no longer participating satisfactorily. This enables the EW to track whether the ABAWD count should stop/start/resume if the participant is an ABAWD. The Contractor provides monthly performance data to the Department and enters all participation information in the E&T case management data system (HANA). All documentation associated with the participant are maintained in the participant's electronic case record file.</p>
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Supervised Job Search, Job Search Training, Job Retention, Self-Employment Training, Workfare, Basic/Foundational Skills Instruction (includes High School Equivalency Program, EPB), Career/Technical Education Programs or Other Vocational Training (EPC), Work Readiness Training (EPWRT), Work Experience: Work Activity (WA)
Credentials Offered:	N/A

Contract or Partner Name:	Goodwill Industries of Hawaii, Inc.
Participant Reimbursements Offered:	Transportation, including mileage or bus pass; job search, training or education related expenses, and non-ongoing child care
Location:	Islands of Oahu and Maui
Target Population:	SNAP recipients on the Islands of Oahu and Maui.
Monitoring of contractor:	Contractor submits monthly performance reports including E&T participants' data that is also entered in the E&T case management data system (HANA). If the data raises questions, the Department discusses the matter with the Contractor and, if applicable, corrections are made by the Contractor. If additional instruction is needed to avoid future mistakes, it is provided to the Contractor. New policy clarifications or procedures as well as forms are distributed to the Contractor in electronic form. Within the month of issuance, a follow-up meeting is scheduled to address any question or comments regarding the new policy, procedure or form. Additionally, the Contractor may consult with the Department at any time.
Ongoing communication with contractor:	Yes
Total Cost of Agreement:	\$583,000
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.II. Contractor/Partner Details

Contract or Partner Name:	Department of Labor & Industrial Relations (DLIR)
Service Overview:	The Contractor is responsible for all aspects of E&T case management services for participants on the islands of Hawaii and Kauai. The E&T case managers conduct in-depth assessments of each participant, including psychosocial, emotional, and skills assessments. This is followed by the

Contract or Partner Name:	Department of Labor & Industrial Relations (DLIR)
	establishment of the EP that is reflective of the information gathered during the assessment and goal setting discussed with the participant. In order to meet each step of the plan, necessary referrals or placement are made, dependent on the nature of the component(s) listed on the EP. Monitoring of the participant's progress ensues, as well as monthly tracking of participation, and issuance of support services, when needed. The E&T case manager communicates regularly with the Eligibility Worker (EW) when a participant is no longer participating satisfactorily or if E&T participation has ended. This enables the EW to track whether the ABAWD count should stop/start/resume if the participant is an ABAWD. The Contractor provides monthly performance data to the Department and enters all participation information in the E&T case management data system (HANA). All documentation associated with the participant are maintained in the participant's electronic case record file.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Supervised Job Search, Job Search Training, Job Retention, Self-Employment Training, Workfare, Basic/Foundational Skills Instruction (includes High School Equivalency Program, EPB), Career/Technical Education Programs or Other Vocational Training (EPC), Work Readiness Training (EPWRT), Work Experience: Work Activity (WA)
Credentials Offered:	N/A
Participant Reimbursements Offered:	Transportation, including mileage or bus pass; job search, training or education related expenses, and non-ongoing child care
Location:	Island of Hawaii and Kauai
Target Population:	SNAP recipients on the Islands of Oahu and Maui.

Contract or Partner Name:	Department of Labor & Industrial Relations (DLIR)
Monitoring of contractor:	Contractor submits monthly performance reports including E&T participants' data that is also entered in the E&T case management data system (HANA). If the data raises questions, the Department discusses the matter with the Contractor and, if applicable, corrections are made by the Contractor. If additional instruction is needed to avoid future mistakes, it is provided to the Contractor. New policy clarifications or procedures as well as forms are distributed to the Contractor in electronic form. Within the month of issuance, a follow-up meeting is scheduled to address any question or comments regarding the new policy or procedure or form. Additionally, the Contractor may consult with the Department at any time.
Ongoing communication with contractor:	Yes
Total Cost of Agreement:	\$399,594.00
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.III. Contractor/Partner Details

Contract or Partner Name:	University of Hawaii Community Colleges, HINET
Service Overview:	The Contractor is responsible for all aspects of the HINET program including sending a HINET referral form to the SNAP eligibility offices for prospective participants applying for SNAP. They also conduct an in-depth E&T assessment for potential HI-NET participants, as well as additional educational assessments, developing EPs with the participants, placement of the participants in the appropriate educational/vocational track, monitoring progress, providing a case management as it relates to the HINET program, support

Contract or Partner Name:	University of Hawaii Community Colleges, HINET
	and retention services, tracking participation, and issuing support services. Additionally, the HINET Program Office (based on the Honolulu Community College Campus) is the point of contact in overseeing the HINET activities for the seven community college campuses. This office provides oversight and guidance in implementation of the HINET services at each of the campuses.
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Career/Technical Education Programs or Vocational Training, Job Retention
Credentials Offered:	Associate Degrees
Participant Reimbursements Offered:	Transportation, including mileage or bus passes, work, training or education related expenses, and non-ongoing child care
Location:	Oahu, Hawaii, Maui and Kauai
Target Population:	SNAP Recipients interested in attending UH-Community Colleges
Monitoring of contractor:	Contractor submits monthly performance reports including E&T participants' data that is also entered in HANA. If the data raises questions, the Department discusses the matter with the Contractor and, if applicable, corrections are made by the Contractor. If additional instruction is needed to avoid future mistakes, it is provided to the Contractor. New policy clarifications or procedures as well as forms are distributed to the Contractor in electronic form. Within the month of issuance, a follow-up meeting is scheduled to address any question or comments regarding the new policy or procedure or form. Additionally, the Contractor may consult with the Department at any time. The Contractor submits quarterly invoices for clients participating in the Career/Technical Education Programs or Vocational Training, and the Department verifies the participant was a SNAP recipient during the timeframe of the billed training.

Contract or Partner Name:	University of Hawaii Community Colleges, HINET
Ongoing communication with contractor:	Yes
Total Cost of Agreement:	\$659,771.00
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Table I.IV. Contractor/Partner Details

Contract or Partner Name:	Partners in Development Foundation (PIDF)
Service Overview:	<p>PIDF will provide workforce development services and educational activities that improve basic skills or otherwise improve employability to SNAP-Eligible youth (ages 16-24) through the Kī‘apu Workforce Development Program. This project is a collaborative navigation and work initiative, the first of its kind in Hawai‘i that will focus on career and technical education for atrisk, justice-involved or pre-involved youth, herein referred to as Opportunity Youth (OY). This collaboration of community- based, state, and city entities that will:</p> <ol style="list-style-type: none"> 1) serve at-risk youth,including those with disabilities; 2) offer education and training to justice- involved youth before, during, and after incarceration;and 3) guide youth to livable wage employment opportunities and job placement. <p>PIDF's Kupa ‘Aina program, located on the grounds of Kawailoa Youth and Family Wellness Center and the Hawai‘i Youth Correctional Facility, provides opportunities and low barrier work training for youth moving out of cycles of incarceration and homelessness and into fulfilling employment and the completion of certificates and credentials that are demonstrated to</p>

Contract or Partner Name:	Partners in Development Foundation (PIDF)
	improve employability. Through its innovative partnership, Kinai 'Eha and PIDF's Kupa 'Aina will implement culturally informed education, training and mentoring programs to support youth economic independence via workforce readiness, work ethic, selfdevelopment, educational advancement, certifications and training, mental health and self-care. The workforce training areas in development or currently offered are jobs in high-demand
Intermediary:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Components Offered:	Job Search Training, Job Retention, Basic/Foundational Skills Instruction (includes High School Equivalency Program, EPB), Work Readiness Training (EPWRT), Work Experience: Work Activity (WA)
Credentials Offered:	N/A
Participant Reimbursements Offered:	Transportation, including mileage or bus pass; job search, training, or education related expenses; and as needed child care.
Location:	Oahu
Target Population:	SNAP-eligible youth/young adults on the Island of O'ahu
Monitoring of contractor:	Contractor submits monthly performance reports including E&T participant's data that are also entered in the E&T case management system (HANA). If the data raises questions, the Department discusses the matter with the Contractor and, if applicable, corrections are made by the Contractor. If additional instruction is needed to avoid future mistakes, it is provided to the Contractor. New policy clarifications or procedures as well as forms are distributed to the Contractor in electronic form. Within the month of issuance, a follow-up meeting is scheduled to address any questions or comments regarding the new policy or procedure or form. Additionally, the

Contract or Partner Name:	Partners in Development Foundation (PIDF)
	Contractor may consult with the Department at any time.
Ongoing communication with contractor:	Yes
Total Cost of Agreement:	\$568,490.00
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New Partner:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Table I.V. Contractor/Partner Details

Contract or Partner Name:	
Service Overview:	
Intermediary:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Components Offered:	
Credentials Offered:	
Participant Reimbursements Offered:	
Location:	
Target Population:	
Monitoring of contractor:	
Ongoing communication with contractor:	
Total Cost of Agreement:	
Eligible for 75 percent reimbursement for E&T Services for ITOs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
New Partner:	<input type="checkbox"/> Yes <input type="checkbox"/> No

J. Budget Narrative and Justification

Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined. Note that the E&T State plan is a public document and must be made available to the public upon request, so the budget should not identify individual names or salaries that are not subject to public disclosure requirements. State agencies should note that the direct costs noted below are exclusively those attributed to the State and local SNAP agencies.

Table J.I. Direct Costs

<p>Salary/Wages: List staff positions in FTE and time spent on the project. Example: E&T Program Manager - \$60,000 x .50 FTE = \$30,000 5 E&T Counselors - \$25,000 x 1.00 FTEs x 5 = \$125,000</p>	<p>State agency salaries and other direct costs are allocated under the general SNAP budget.</p>
<p>Fringe Benefits: If charging fringe and benefits to the E&T program, provide the approved fringe rate.</p>	<p>n/a</p>
<p>Contractual Costs: All contracts and partnerships should be included in the “contracts and partnerships” matrix of the E&T State Plan Operating Budget Workbook. Briefly summarize the type of services contractors/partners will provide, such as direct E&T program services, IT services, consulting, etc.</p>	<p>All contracts provide direct E&T program services.</p>
<p>Non-capital Equipment and Supplies: Describe non-capital equipment and supplies to be purchased with E&T funds.</p>	<p>n/a</p>
<p>Materials: Describe materials to be purchased with E&T funds.</p>	<p>n/a</p>
<p>Travel & Staff Training: Describe the purpose and frequency of staff travel charged to the E&T program. This line item should not include E&T participant reimbursements for transportation. Include planned staff training, including registration costs for training that will be charged to the E&T grant.</p>	<p>n/a</p>
<p>Building/Space: If charging building space to the E&T program, describe the method used to calculate space value.</p>	<p>n/a</p>
<p>Equipment & Other Capital Expenditures: Describe equipment and other capital expenditures over \$5,000 per item that will be charged to the E&T grant. (In accordance with 2 CFR 200.407, prior written approval from FNS is required.)</p>	<p>n/a</p>

- a) **Indirect Costs.** Indirect costs (also called overhead costs) are allowable activities that support the E&T program, but are charged directly to the State agency. If using an indirect cost rate approved by the cognizant agency, include the approval letter as an attachment to the E&T State plan.

Indirect costs are listed in individual contracts.

- b) **Participant Reimbursements (Non-Federal plus 50 percent Federal reimbursement).** Participant reimbursements should include the total participant reimbursement amount from the contracts/partners matrix of the E&T State Plan Operating Budget Excel Workbook, as well as any participant reimbursements the State agency plans to provide.

The State agency is projecting a combined total of \$275,000 for participant reimbursements. This will be allotted to serve an estimated total of 1,020 participants